



**Sean Rogan**  
Executive Director

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Commissioners

June 08, 2016

The Honorable Board of Commissioners  
Housing Authority of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**AMENDMENT TO INCREASE CONTRACT AMOUNT WITH MAJESTIC FIRE, INC. FOR FIRE  
ALARM MONITORING, SPRINKLERS AND EXTINGUISHER TESTING  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends approval of an amendment to the Housing Authority's contract with Majestic Fire Inc., for fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services. This amendment will increase the contract sum by \$100,000 for a total of \$200,000 for the first year of the contract from January 1, 2016 to December 31, 2016.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the approval of an amendment to the existing contract for fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.
2. Authorize the Executive Director or his designee to amend the contract with Majestic Fire Inc., to increase the aggregate amount for the first year of the contract by \$100,000, to a total of \$200,000, for fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services for 68 Housing Authority properties located throughout the County.

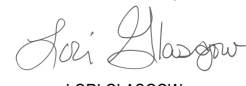
**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On January 1, 2016, the Housing Authority entered into a one-year contract with Majestic Fire Inc., for fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services, with the

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

2-H June 8, 2016

  
LORI GLASGOW  
EXECUTIVE OFFICER

option to extend the contract up to four additional years. The contract did not require Board approval because for each year, the contract was within the Executive Director's delegated authority of \$100,000.

Due to unanticipated fire alarm reprogramming, repair and replacement in the first year of the contract, the \$100,000 contract amount is nearly exhausted. Therefore, the Housing Authority is seeking authority to increase the aggregate amount of the contract by \$100,000 to a total of \$200,000 for the first contract year only.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund.

The additional \$100,000 for the remainder of the first year of the contract will be comprised of Housing Authority funds included in the Housing Authority's approved Fiscal Year 2015-2016 budget and will be included in the Housing Authority's Fiscal Year 2016-2017 budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On January 1, 2016, the Housing Authority executed a one-year contract with Majestic fire Inc., with the option to extend up to four additional years for fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services for 68 public and affordable properties.

The Housing Authority incurred unforeseen expenses in this first year, such as fire alarm repairs during the West Knoll rainstorm roof replacement emergency, reprogramming fees for fire alarm panels at the public housing sites and replacement of deteriorated fire alarms at approximately \$50,000. A different vendor had maintained the equipment and performed these services for the prior 10 years and had expended a maximum of \$70,000 annually. Majestic Fire Inc. has discovered antiquated systems that cannot be supported or maintained due to obsolescence. For the remainder of the year, the Housing Authority needs additional contract authority for any unanticipated fire sprinkler, fire extinguisher and fire alarm repairs or replacement.

The proposed services are being primarily federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Majestic Fire Inc. must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The contract amendment has been approved as to form by County Counsel and executed by Majestic Fire Inc. On May 25, 2016 the Housing Commission recommended approval of the contract amendment.

### **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines

15060(c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On October 27, 2015, the original Request for Quotes (RFQ) process was initiated to identify fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services providers. The Housing Authority's vendor list was used to email out notices to 121 vendors and an announcement was also posted in the CDC's and County's WebVen websites for 29 calendar days.

Two quotes were received by the submission deadline of November 24, 2015. Majestic Fire Inc., submitted the lowest responsive quote and was awarded the contract to provide fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services.

The Summary of Outreach Activities is provided as Attachment A.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed amendment to the Contract will allow the Housing Authority to continue providing fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services at 68 public and affordable housing developments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN

Executive Director

SR:ng

Enclosures

## ATTACHMENT A

### Summary of Outreach Activities

#### Fire Alarm Monitoring, Sprinklers, Extinguisher Testing and As Needed Repair Services

Beginning on October 27, 2015, the following outreach was initiated to identify qualified contractors to provide fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services to the Housing Authority.

A. Announcement

The solicitation Notice was posted on the Housing Authority's website and the County WebVen for 29 days.

B. Distribution of Notices

The Housing Authority's vendor list was used to email out notices to 121 vendors. The solicitation package was downloaded 28 times.

C. Quote Results

The quote amounts do not include optional services. On November 24, 2015, two quotes were received and Majestic Fire Inc., was determined the lowest responsive and responsible bidder and was awarded a contract:

<u>Bidders</u>	<u>Bid Amounts</u>
Majestic Fire Inc.	\$35,371.87
Cintas	\$48,644.50

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Majestic Fire Inc.	Minority	Total: 25 11 (44%) Minorities 4 (16%) Non-Minority 10 (40%) Women

E. Minority/Women Participation – Non Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Cintas	Vendor did not provide this information.	

The Housing Authority conducts ongoing outreach to encourage participation by minorities and women in the contract award process, including: providing information at local and national conferences, expos and vendor fairs, and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contracts is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.